

CITY OF CARLSBAD

AGRICULTURAL CONVERSION MITIGATION FEE

AD HOC CITIZENS ADVISORY COMMITTEE

KEY DECISIONS

PROJECT ELIGIBILITY – COASTAL/NON-COASTAL LOCATIONS

It is not required that proposed projects be located within the Coastal Zone; projects proposed to be located outside of the Coastal Zone will be considered; however, all projects (inside or outside of the Coastal Zone) must benefit the Coastal Zone.

“EQUITABLE” DISTRIBUTION OF FUNDS

The Committee will promote the equitable distribution of the grant funds available by ensuring that all potential applicants have a fair and equal opportunity to apply for the funds. This does not mean that the total funds available will be divided equally among the four categories of eligible projects. However, the Committee intends to award funds to projects in each of the four categories if at all possible.

DRAW-DOWN OF FUNDS

The Committee will not specifically “hold back” funds for future awards, nor will it target a specific amount of funds to be spent in the first year. The Committee will draw down funds based solely upon the merit of the projects proposed. All project proposals will be evaluated on their own merits and funds will be spent as merited by proposed projects. The Committee believes that sufficient eligible and meritorious project proposals will be received to justify expenditure of all available funds before the Committee sunsets (four years from August 2, 2005), if not sooner.

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COMMITTEE OPERATING PROCEDURES & AGREEMENTS

Ground Rules

- Remember that the Committee's work is a public process
- Be present
- Respect one another's opinions
- Listen *actively*
- Ask questions when you have them
- Participate
- Practice Skillful Conversation
- Speak your mind
- We will disclose our "special interests" to one another as appropriate to topics under discussion.
- All member requests for information from staff not rendered during the meeting will be routed through the chairperson
- Speak up in order to be heard
- Speak up (or signal) if you did not hear clearly something that was said.

Committee Procedures

- Chair leads the meeting; facilitator leads discussions
- Minutes and Charted Notes are kept as part of the Committee's records
- Annual reevaluation of process
- Committee members will not participate in project proposal presentations and will abstain from voting on projects for which they have a conflict of interest pursuant to Chapter 1.14 of the Carlsbad Municipal Code.

Decision-making Process

- Plan A: Consensus (Preferred)
- Plan B: If consensus cannot be achieved after an earnest effort has been made, the question will be decided by simple majority vote with the minority opinion noted and reported.

Guidelines for Public Comment

- In general, members of the public wishing to present comments for the Committee's consideration will be given an opportunity to do so at the end of meetings.
- Public comments will be limited to three minutes for each person, and 15 minutes for each topic
- These guidelines will be adjusted as appropriate for different meeting purposes (e.g. grant proposal presentations)
- The public comment time limitation of three minutes per speaker may be extended at the discretion of the chairperson.

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PROPOSAL CONSIDERATION & PROCESS SUMMARY

PROPOSALS THE COMMITTEE WILL CONSIDER

- Projects (i.e., not on-going programs)
- Projects which have not been completed by the date that City Council approves the Committee's procedures and application consideration process (i.e., no reimbursement for previously completed projects)
- Proposals from all types of organizations and individuals
- Grants – outright and/or matching – but not loans
- Requests for a minimum of \$2,500.00 (nothing less than \$2,500.00)

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PROCESS

- Proposal review: paper process and possible presentation opportunities (at request of Committee)
- Establish City staff contact(s) for applicant info/assistance and application form
- Opportunity for applicants' feedback on process, forms, etc.

ELIGIBILITY REQUIREMENT

Applications must implement the Charge of the Committee (i.e. involve one of the four eligible types of uses) in order to be eligible for funding. Should there be disagreement regarding whether a proposal is eligible for funding (i.e., whether the project implements one of the four categories of projects), the Committee will first seek consensus and, if that fails, will vote on the matter.

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PROPOSAL EVALUATION CRITERIA

Project Criteria

- Extent to which proposal fulfills eligibility category
- Line-of-sight relationship with concrete outcome(s)
- Benefit to Carlsbad residents
- Honors the history of Carlsbad
- Employs creativity (of project or process)
- Multiple or long-lasting or wide-spread benefits

Project Feasibility and Planning Criteria

- Feasibility of project achievement (i.e., Can project be accomplished?)
 - Can permits/approvals be obtained?
- Implementation plan
 - Measurable milestones/Identification of tracking measures
 - Reasonable time frame
 - Responsible parties identified

Applicant Criteria

- Ability of project applicant to do what is proposed
 - Applicant's experience implementing other projects
 - Applicant's previous experience obtaining and using funding (for other projects)

Financial Resources/Budget Criteria

- Fiscal resources to do what is proposed
 - Project budget
 - How requested funding will be used
 - Other/Additional funding already secured for project (if any)
 - Other potential funding sources for project (potential matching funds)
 - Applicant's experience obtaining and using funding (for this project)
 - Financial condition of organization (if applicable). After a grant has been awarded and prior to distribution of grant funds, the financial condition of an agency/organization shall be evaluated through submittal of either an audited financial statement (encouraged/preferred); a reviewed financial statement; or, an IRS-990 tax return. Note: applicants are encouraged to submit documentation of their financial condition at the time of grant application submittal if possible.

Proposal Evaluation Form

- The Committee's use of a quantitative Proposal Evaluation Form during the proposal evaluation process shall serve as a tool/method to evaluate individual merits of projects; however, the individual project scores (generated through use of the form) alone are not intended to guarantee or preclude the Committee's decision to recommend funding of specific grant requests.

AGRICULTURAL CONVERSION MITIGATION FEE GRANT PROPOSAL EVALUATION FORM

PROJECT NO: _____

PROJECT NAME: _____

Rating Scale:

Not Applicable = 0 Poor = 1 Acceptable = 2 Good = 3 Strong = 4 Exceptional = 5

Is proposed project eligible for funding? Yes _____ No _____

Eligibility Category: _____

	Project Score
Project/Program Criteria:	
Implementation of eligibility category	
Concrete outcome(s)	
Benefit to Carlsbad residents	
Honor history of Carlsbad	
Creativity (of project or process)	
Multiple, or long-lasting, or wide-spread benefits	
Feasibility/Planning Criteria:	
Feasibility of project achievement: Permits/Approvals obtainable?	
Implementation Plan: Measurable Milestones? Tracking Measures?	
Implementation Plan: Time Frame?	
Responsible parties identified?	
Applicant Criteria:	
Ability to do project? Experience with other projects?	
Ability to do project? Experience with using funding for other projects?	
Fiscal/Budget Criteria:	
Project budget	
Use of requested funds	
Other funding? (if any)	
Other potential funding?	
Fiscal stability of org'n (if applicable)	
TOTAL SCORE	